

Finding Titles Without Copies

Finding titles without copies

To generate a list of your titles that do not have copies, perform one of the following procedures:

A. Title & Copy report

1. Open the **Library Materials** or **Media** tab of Reports in the Back Office, and then select Title & Copy List.
2. Leave the choices at **Select by Title** and **Show Titles Only**.
3. Click “RUN REPORT”.
4. Open the Job Manager in the Back Office.
5. View the Library Title & Copy List job summary. Your titles without copies—and thus call numbers—are shown at the top of the report with a **Copy Info Total** equaling "0" (zero).

Tip: If you need to print the list, first determine how many pages contain titles with 0 copies, and enter that page range in the Adobe® **Print** dialog.

B. Remove Titles Preview

1. Open Update Titles in the Catalog, and then the **Remove Titles** tab.
2. Click “PREVIEW”.
The preview shows you what would happen if you actually chose to remove your titles without copies.
It *does not*, however, actually remove or delete any title records.
Be sure to click “PREVIEW” and *not* REMOVE.
3. Open the Job Manager in the Back Office.
4. View the Remove Titles Preview job summary. It lists the title and standard number of each title without copies at your site. The report states that the titles were removed, but in a preview, they were not actually removed.

If you cleared all three check boxes in **Remove Titles**, the **Total Found** number on the report should match the number of titles without copies in Library Info in Circulation.

If you are satisfied with the preview and *do* want to delete your titles that have no copies, click the “REMOVE” button on the job summary to begin the actual removal.

Source: <http://www.mdusd.k12.ca.us/help/questions.php?questionid=117>